

**DEPARTMENT OF THE TREASURY  
FEDERAL LAW ENFORCEMENT TRAINING CENTER  
GLYNCO, GEORGIA 31524**

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FLETC DIRECTIVE (FD)

NUMBER: 70-01.B

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Subject:

DATE: 01/08/88

Sunset Review:

ARRIVING AND DEPARTING TRANSPORTATION  
FOR STUDENTS AND VISITING INSTRUCTORS  
AT GLYNCO

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1. PURPOSE. This directive establishes and formalizes the policy and procedures for the administration and coordination of transportation for arrivals and departures of students and visiting instructors at the Federal Law Enforcement Training Center (Glynco) Any special arrangements for transportation other than those listed below will be considered on a case by case basis and may be reimbursable to the Center.
2. SCOPE. The provisions of this directive are applicable to arrival and departure transportation provided for students and visiting instructors by the Center.
3. CANCELLATION. FLETC Directive No. 70-01.B, Arriving and Departing Transportation for Students and Visiting Instructors at the FLETC dated March 16, 1982.
4. REFERENCE.
  - a. Student Information Bulletin, current issue.
  - b. FD 20-01-E, Student Housing and Meal Authorizations.
5. BACKGROUND. In order to efficiently utilize limited Center vehicles and transportation staff, provide reasonable student services, and enable dormitory custodial personnel to prepare for incoming classes, a system for notification of arriving and departing students or other personnel is necessary. Students are often scheduled into rooms the day following other students' departures from the same rooms; failure to comply with departure procedures may result in housing not being available for incoming students, or in students being assigned to rooms which have not been cleaned.

6. PROCEDURES FOR REQUESTING TRANSPORTATION.

a. Student Arrivals.

(1) All students traveling to the Center, with the exception of those from the Bureau of Prisons, United States Capitol Police, United States Park Police, National Security Agency, and Immigration and Naturalization Service, will call the Transportation Coordinator, FTS 230-2458 or commercial (912) 267-2458, no later than FIVE WORKING DAYS prior to class commencement to notify the Center of their travel plans.

(2) Students of the Bureau of Prisons, United States Capitol Police, United States Park Police, National Security-Agency, and Immigration and Naturalization Service will report their travel arrangements to their on-Center organization representative no later than FIVE WORKING DAYS prior to class commencement.

(3) All students are to call the Student Transportation Coordinator or their on-Center organization representative, as applicable, regardless of their mode of transportation. Students who do not call cannot be guaranteed transportation or dormitory facilities. In the event that a student is unable to notify the Center of transportation plans prior to the FIVE DAY PERIOD because of late selection notification, the Center is to be notified as soon as possible thereafter in order to ensure transportation and accommodations.

(4) Generally, transportation will be provided to the Center from the Jacksonville International Airport at approximately 3:30 P.M.. and 7:30 P.M. on the day prior to start of class. These times are subject to change or delay depending on student arrivals and the availability of vehicles/drivers. Transportation will be provided to the Center from the Glynco Jetport, Jesup Amtrak Station, and Brunswick Bus Depot as needed, IF students have called prior to their arrival. Students who fail to notify the Center prior to their arrival will be responsible for their own transportation to the Center.

(5) When prior transportation arrangements are not made or a student arrives at the Jacksonville Airport after the 7:30 P.M. bus has departed, the student's Participating Organization Representative or the student himself/herself is responsible for transportation to the Center. If contacted by a student or agency representative in such a situation, the Transportation Coordinator or Facilities Management Division personnel will advise the student or agency representative that Center transportation is not available. The student may take a taxi to the bus station in downtown Jacksonville. After arrival in Brunswick taxi service is available to FLETC. Greyhound express bus service departs the Jacksonville airport at 5:35 PM and 9:45 PM daily. When approved

by his/her agency a student may rent a car and drive to FLETC. Expenses for non-Center transportation, as outlined above, will be incurred by the traveler or his/her organization and will not be reimbursed by the Center.

b. Student Departures.

(1) The Educational Aid/Class Coordinator will obtain and verify the departing transportation information on form FTC-ADM-9 (Rev. 4-84) (Attachment 2) no later than FIVE WORKING DAYS prior to the termination of the class. For classes which are 5 days or less in length, this information will be provided on the first day of class. The following should be considered when making these arrangements:

(a) FOR CLASSES TERMINATING IN THE MORNING, transportation will be provided that day at approximately 12:00 noon. Students will arrange for flights that leave Jacksonville after 2:00 P.M. Those driving must leave the day class terminates. Dormitory facilities will not be available that evening or the following day.

(b) FOR CLASSES TERMINATING AFTER 1:00 P.M., transportation will normally be provided the following morning at approximately 5:00 A.M.. Students will arrange for flights which leave no earlier than 7:00 A.M. the following day. TRANSPORTATION FOR JACKSONVILLE FLIGHTS EARLIER THAN 7:00 A.M. WILL NOT BE PROVIDED BY THE CENTER. Students driving may either leave the day class terminates or no later than 9:00 A.M. the following day.

(c) Transportation to the Glynco Jetport, Jesup Amtrak Station, and Brunswick bus depot will be provided to meet departures as required. The central pick-up points for departing students are as follows:

| <u>Assigned Dormitory</u> | <u>Central Pick-Up Point</u>                |
|---------------------------|---|
| Building 63               | Building 63                                 |
| Building 76               | Building 76                                 |
| Buildings 71, 95, 96      | Building 90                                 |
| Townhouses                | Townhouse 394 or Student Center, Bldg.. 402 |

(d) In those cases where students either cannot book flights or comply with transportation as scheduled on graduation days because of circumstances beyond their control, the Transportation Coordinator is to be contacted no later than FIVE WORKING DAYS prior to the scheduled departure date.

Every attempt will be made to be of assistance provided there is no additional cost to the Center. In the event that no reasonable alternatives can be found, the

on-site participating organization representative will be contacted to resolve the student's travel problem. In the event there is no on-site organization representative, the program manager will be contacted for assistance. Return reservations should be made when tickets are purchased to take advantage of reduced rates when available, and prevent the above situations.

(e) Organization Representatives/Class Coordinators will inform the Student Transportation Coordinator (no later than FIVE WORKING DAYS prior to class termination) of classes for which no Center transportation for departure will be required. Individual student departure forms need not be submitted in this case, but no student should depart the Center later than the times indicated in paragraphs 6.b.(1)(a) and (b).

(f) For any necessary extension of departure date, a memorandum, including the name of any student planning to stay after normal check-out time, date of expected departure, and the reason for the stay-over, must be submitted to the Chief, Planning and Allocation Staff, for prior approval and determination of availability of housing. (See FD 20-01.E, Student Housing Policy)

c. Visiting Instructors. Instructors are encouraged, for reasons of economy, to use bus transportation scheduled for students; however, they must call the Student Transportation Coordinator, extension 245S, to inform the Center of their travel plans and to confirm space. Otherwise, transportation is the responsibility of the instructor's organization.

d. Emergency Student Travel.

(1) The Center will make every reasonable attempt to provide outgoing transportation for students when required in cases of emergencies. For the purpose of this directive, emergencies are considered to be transportation required in the case of illness or injury to the student, or transportation required for the student due to sickness or death in the student's immediate family. Incoming transportation upon the student's return will be provided if available, and if the Student Transportation Coordinator is appropriately notified.

(2) For emergencies not serious enough to require ambulance service to the hospital or other medical facility, transportation will be provided during regular working hours by Center personnel. After hours and on weekends or holidays, the Center's Security Police may be contacted for transportation to the hospital.

e. Other.

(1) Transportation required due to recall by participating organizations for court appearances or official business will be provided upon advance notice, when possible. The student who has failed or otherwise been removed from training should make flight arrangements with his/her organization, and coordinate transportation to the airport with the Transportation Coordinator.

(2) Transportation to and from motels for Advanced Training students lodged off-Center shall be requested using Form FTC-TSD-3, Transportation Request (Attachment 3). The form, which is submitted to the Transportation Coordinator, shall be used for ALL special transportation requests. Transportation provided must be in support of an organization-conducted course/program, and the participating organization will be billed for all costs incurred by the Center in meeting the special transportation requirements of an Advanced Training class.

7 RESPONSIBILITIES.

a. The Student Transportation Coordinator will arrange student transportation when possible, visiting instructor or other visitor transportation. Appropriate procedures will be instituted to properly schedule incoming and outgoing student transportation

b. Faculty Advisors/Class Coordinators will ensure that the procedures set forth herein are followed and that appropriate information is provided to the Student Transportation Coordinator in order to schedule transportation for departing classes.

c. Participating Organization Representatives will ensure that the procedures contained in this directive are followed and that the "Student Information Bulletin" is provided to all students in advance of their arrival for training in order that appropriate transportation may be scheduled.

8. OFFICE OF PRIMARY INTEREST. Office of Administration.

Charles F. Rinkevich  
Director

Attachments (3) Available from the Facilities Management Division